

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PARALEGAL

Role Title: Administrative and Office Specialist III

Position # 00292

Pay Band 3, Level III - Hiring Range: \$24,479 - \$41,820

Closing Date: December 30 2013

Appeals Division. Challenging opportunity for paralegal to assist with informal and formal provider administrative appeals, and provider and client court appeals. This position also serves as executive legal assistant to the Division Director. The successful candidate must have considerable knowledge of law office operations, protocol, and case oversight. The candidate must possess superior organizational skills, excellent attention to detail, solid research skills, and the ability to work efficiently within established deadlines in a high-paced environment. Requires demonstrated ability to write, proofread, and communicate effectively as evidenced in letters, reports and other communication tasks. Must have demonstrated ability to prioritize and complete multiple tasks efficiently, such as assembling case records, scheduling hearings, preparing exhibits, maintaining and closing files in accordance with record retention schedules, and assisting attorneys with drafting documents and correspondence. Must be able to analyze data and reach logical conclusions. Must have demonstrated ability to work well in team project environments. Must be proficient using the PC for word processing, spreadsheets, and database management. Undergraduate degree in paralegal studies and law office experience preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA